**Competency Assessments**

**Project 6-1: Placements Table**

**Ms. Archer, the executive recruiter, asks you to start working on a placements table that will list the candidates that have been placed, the companies that hired them, and the date of hire.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *placements*** from the data files for this lesson.

**2.** Place the insertion point in the last column. Select the last column in the table. In the Layout tab, in the Table group, click the **Select** button and Select Columns.

**3.** On the Layout tab, in the Cell Size group, click the **down arrow** in the Width box until it reads **.9”**.

**4.** Place the insertion point in the first column and select the first column in the table. In the Table group, click the **Select** button and **Select Columns**.

**5.** On the Layout tab, in the Cell Size group, click the **down arrow** in the Width box until it reads **.9”**.

**6.** Select the **Company** column and change the width to **1.5”**.

**7.** Select the **Date of Placement** column and change the width to **1.3”**. Click in the table to deselect.

**8.** On the Design tab, in the Table Style Options group, click the **Header Row** check box and **Banded Rows** check box to turn on. Place your insertion point within the table.

**9.** On the Design tab, in the Table Styles group, select the **Medium Shading 1 - Accent 1** style in the ninth column, second row in the Built-In gallery.

**10.** Select the Last column in the table.

**11.** On the Layout tab, in the Data group, click the **Sort** button. Under the My list has section, select Header Row. In the Sort dialog box, click **OK**. This will sort the column by date.

**12.** The table is selected. On the Layout tab, in the Table group, click the **Properties** button.

**13.** In the Table Properties dialog box, click **Center** alignment in the Table tab and click **OK**.

**14.** Select the header row.

**15.** On the Layout tab, in the Alignment group, click **Align Center**.

**16. SAVE** the document as ***placements\_table*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 6-2: Quarterly Sales Data**

**Create a table showing the quarterly sales for Coho Vineyard.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document.

**2.** On the Insert tab, in the Tables group, click the **Table** button. Drag to create a table that has 5 columns and 6 rows.

**3.** Enter the following data in the table as shown:

**20XX**

***First Quarter Second Quarter Third Quarter Fourth Quarter***

Mark Hanson 19,098 25,890 39,088 28,789

Terry Adams 21,890 19,567 32,811 31,562

Max Benson 39,400 35,021 19,789 21,349

Cathan Cook 34,319 27,437 28,936 19,034

**4.** Select the first row. On the Layout tab, in the Merge group, click the **Merge Cells** button.

**5.** With the row still selected, center the title by clicking the **Align Center** button in the Alignment group on the Layout tab.

**6.** On the Design tab, in the Table Styles Options group, click the **Banded Columns** check box to turn on. The Header Row, First Column, and Banded Rows options should be turned on already.

**7.** On the Design tab, in the Table Styles gallery, click the **More** button to display the gallery. On the seventh column, choose the orange **Dark List - Accent 6**.

**8. SAVE** the document as ***quarterly\_sales*** in the lesson folder on your USB flash drive.

**9.** On the Layout tab, click the **Select** button in the Table group, and then choose **Select Table** from the drop-down menu.

**10.** In the Data group, select **Convert to Text**, then select the **Tabs** section.

**11. SAVE** the document as ***quarterly\_sales2*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Proficiency Assessments**

**Project 6-3: Sales Table**

**Ms. Archer asks you to create a sales table including data from the past two years. She can use this table to set goals and project future income.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *sales*** from the data files for this lesson.

**2.** Select the columns headings containing the months and change the text direction for all the months so that they begin at the bottom of the column and extend to the top.

**3.** Increase the row height of the row containing the months to **0.9** inches so that the text all fits on one line.

**4.** Use the **AutoFit Contents** for the selected months.

**5.** Select the last row and Delete.

**6.** Make sure the Header Row, Banded Columns, and First Column Table Style Options are the only ones turned on.

**7.** Merge all the cells in the first row and center the heading.

**8.** Merge all the cells in the second row and center the subheading.

**9.** Choose the **Medium Shading 2 - Accent 2** Table Style format.

**10.** Center the table horizontally in the Tables Properties dialog box.

**11. SAVE** the document as ***sales\_table*** in the lesson folder on your USB flash drive, then

**CLOSE** the file. **Leave** Word open for the next project.

**Project 6-4: Client Contact Table**

**Ms. Archer needs you to create a quick contact list.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *client\_table\_2*** from the data files for this lesson.

**2.** Delete the last four columns: Number of Current Open Positions, Position Title, Date

Posted, and Notes.

**3.** Change the page orientation to **Portrait**.

**4.** Change the width of the Company Name column to **1.9** inches.

**5.** Delete the Total row and turn off the Total Row option in Table Styles Options.

**6.** Change the style to the **purple Light List –Accent 4** style.

**7.** Center the table horizontally on the page.

**8.** Change the alignment for the first row to **Align Center**.

**9.** Change the header row height to **0.4** inches.

**10. SAVE** the document as ***new\_client\_table*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Mastery Assessments**

**Project 6-5: Quarterly Sales Table Update**

**The Coho Winery’s Quarterly Sales Table includes some formatting mistakes. Find and correct the four problems within this document.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *problem*** from the data files for this lesson.

**2.** Find and correct four errors in the table.

**3. SAVE** the document as ***fixed\_quarterly\_sales*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 6-6: Soccer Team Roster**

**As coach of your child’s soccer team, you need to distribute a roster to all of your players with contact information, uniform numbers, and assigned snack responsibilities. You received a rough list from the league and you would like to convert it to table form. You haven’t converted text to a table before, but you’re confident you can do it.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *soccer\_team*** from the data files for this lesson.

**2.** Select all the text.

**3.** On the Insert tab, in the Tables group, click the **Table** button. Select **Convert Text to Table** from the menu.

**4.** In the Convert Text to Table dialog box, key **4** in the Number of columns box. Click the **Commas** button under the Separate Text At section and click **OK**.

**5.** Use what you learned in this lesson to format the table as shown in Figure 6-20. Start by removing extra spaces or words, adjusting column widths, and aligning text. Sort the table by snack date, insert a header row with the following headings for each column (**Name**, **Uniform**, **Telephone Numbers**, **Snacks**) and choose the **Medium Grid 3 – Accent 2** Table Style.

**6. SAVE** the document as ***soccer\_roster*** in the lesson folder on your USB flash drive, then **CLOSE** the file. **STOP**. **CLOSE** Word.